

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण
EXTRAORDINARY

प्राधिकार से प्रकाशित
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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

NOTIFICATION

Port Blair, dated the 21st May, 2013.

No.99/2013/F.No. 7-19/2011-D-IV.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11/04/1960 and in supersession of all previous Notifications issued in this regard, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the Group 'C' (Non-Gazetted, Non-Ministerial) posts of "MULTI TASKING STAFF" borne in the establishment of Mahatma Gandhi Govt. College, Mayabunder.

1. Short title and commencement :

- These rules may be called the Andaman and Nicobar Administration (Group 'C' Non-Gazetted, Non-Ministerial) posts of "MULTI TASKING STAFF" borne in the Establishment of Mahatma Gandhi Govt. College; Recruitment Rules, 2013.
- They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay :

- The number of posts, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules. (Schedule-I).

3. Method of recruitment, age limit and qualification etc. :

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the Schedule annexed to these rules (Schedule-I).

4. Disqualification :

No person—

- who has entered into or contracted a marriage with any person having a spouse living; or
- who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the said posts :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

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5. Power to relax :

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect the reservations, relaxation of age limit and other concessions required to be provided for the ~~candidates belonging to~~ Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(**Esupadam**)
Assistant Secretary (H.R. Edn.)

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF INAT
MAHATMA GANDHI GOVT. COLLEGE, MAYABUNDER

1.	Name of post	MULTI TASKING STAFF
2.	No. of posts	12 (Twelve) * 2013 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB -1 ` 5200-20200 + Grade Pay ` 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruits	1. For Male Candidates : 18 years-33 years 2. For F female <u>Candidates : 18 years-38 years</u> <u>male and between 18 and 38 for</u> (Relaxable for Govt. Servants upto 5 years in accordance with the instructions and orders issued by the Central Govt. ernment) Note :- The crucial date for determining the age limit shall be the closing date for receipt of <u>names/applications from the Employment Exchange/Candidates.</u>
7.	Educational and other qualifications required for direct recruits	Essential : i) Must have Passed Secondary School <u>Certificate</u> Examination <u>_____</u> (10 th Std.) from a recognized Board/ Institution. Desirable : i) Ability to ride Bicycle. <u>Training in Basic and Refresher Course in Home Guard and Civil Defence.</u> <u>ii) Ability to stitch File/Records & its maintenance.</u> <u>iii) Ability to ride Bicycle.</u>

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8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
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9.
Period of probation, if any
Two years

9.	Period of probation, if any	2 (Two) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ transfer absorption , grades from which promotion/ transfer absorption to be made	Not applicable
12.	If a DPC exists, what is its composition ?	Group 'C' Departmental Promotion Committee (for considering cases of Confirmation) consisting of :- 1. Principal, MGGC, Mayabunder - Chairman 2. EE, NACD, Mayabunder - Member 3. Sr. Most Lecturer, MGG College, Mayabunder - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to the Schedule-I

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12.	If a DPC exists, what is its composition ?	Group 'C' DPC for considering cases of confirmation consisting of :- 1. Chief Port Administrator - Chairman 2. Harbour Master, PMB - Member 3. Deputy Director (SS) - Member 4. Assistant Director (Admn.), PMB - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure

ANNEXURE TO SCHEDULE-I

DUTIES & RESPONSIBILITIES JOB DESCRIPTION IN RESPECT OF THE -FOR THE POST OF MULTI TASKING STAFF, IN THE PORT MANAGEMENT BOARD MGG COLLEGE, MAYABUNDER

The duties would broadly included.

- Physical maintenance of records of Section.
- General cleanliness and up-keep of the Section/Unit.
- Carrying of files and other papers within the building.
- Photocopying, sending of FAX etc.

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- e) Other non-clerical works in the Section/Unit.
- f) Assisting in routine office works like diary, dispatch etc. including on Computer.
- g) Delivering of dak (outside the building).
- h) Watch and Ward duties.
- i) Opening and closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furnitures etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possession of valid driving license.
- o) Up-keep of parks, lawns, potted plants etc.
- p) Any other works assigned by the superior authority.

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